

26 January 1951

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

FROM: Executive Assistant Director, CD

SUBJECT: Augmentation of LD/OCD T/O to Accomplish Rapid
Dissemination of Incoming Intelligence Material

1. Previous to the establishment of OCI and ORR this office routed incoming intelligence material at an office level to SRC and ORE. Under new arrangements being set up jointly by OCI, ORR and OCD material will be disseminated by the Liaison Division, OCD to Division level in ORR (thus eliminating one step and two handlings in the Batch Procedure and cutting down total distribution time proportionately); and to Desk level in OCI (thus saving certain office, division and branch record keeping and controls). By assuming this additional routing burden in OCD it will be possible for every office to receive its incoming intelligence material more rapidly.

2. Two considerations which have been discussed in detail by the above mentioned offices relative to this new delineation of functions are (a) the effect upon the disseminators of the broad scope inherent in the new reading requirements and of the twenty-three new points to which material must be routed; and (b) the number and caliber of disseminators which it would take to absorb these new demands and ensure the required increase in processing time.

3. In order to cope with the problems at hand and provide the required personnel, representatives of OCI, ORR and OCD have agreed that the following steps should be taken.

- a. Establish three GS-9 positions in the Liaison Division, OCD.
- b. Establish, in addition, three GS-7 positions in the Liaison Division, OCD.
- c. Establish ~~one~~ GS-4 Dissemination Clerk in the Distribution Unit, Processing Section in the Library.

4. It is recommended that the above steps be taken at the earliest possible moment to augment the OCD T/O and enable the new procedure to be put into effective operation.

CONCURRENCES: *11/11*

Assistant Director, RR

Assistant Director, CI

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